

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 197

Alexandria, VA

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These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 May 2003 unless otherwise indicated

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This change includes all material written in MAP Items 82-02(E); and 02-03(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 196 cover page.

BRIEF OF REVISION

These are the major changes made by Change 197:

U4135; U4505; U4520-B4; T4040-E9. Adds computer connection charges during TDY as a miscellaneous reimbursable expense if the computer is used to perform official Government business and the expense is authorized/approved by the authorizing/order-issuing official.

U5116-C. Rewrites and aligns the JFTR and JTR wording on PCS travel by an ocean-going car ferry. Since ferries should all be treated in the same manner and the CONUS Standard per diem is in place for all, much of the existing language that was unique to the Alaska system can be eliminated.



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Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

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B. Foreign Areas. The maximum locality amount for lodging in foreign areas (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. *Taxes on lodging in foreign areas are not separately reimbursable when per diem (or AEA as in Chapter 4, Part C) is paid.*

U4129 LODGING UNDER THE LODGINGS-PLUS SYSTEM

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at <http://www.dtic.mil/perdiem/pdrates.html>, whichever is less. Reimbursement for commercial lodging cost incurred for any day that the member was TDY to a U.S. Installation and Government quarters were available on that installation is in par. U1045.

B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

C. Government Quarters. A fee/service charge paid for Government quarters is an allowable lodging expense.

D. Double Occupancy. In the case of double occupancy, a member is allowed one-half of the double occupancy charge if a room is shared with another member or Government employee on official travel. Otherwise, the member is allowed the single room rate. *The member must provide the single room rate.*

E. Lodging with Friends or Relatives. *No cost for lodging is allowed if a member stays with friends/relatives while TDY, even if payment of lodging is made to the friend/relative.*

F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the authorizing/order-issuing official/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (see Chapter 4, Part C) ceiling for the location where lodging is obtained is used for computation *only* when a member is TDY at a place where neither Government nor commercial quarters are available. **NOTE:** *This subparagraph applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the authorizing/order-issuing official.*

U4131 REIMBURSEMENT FOR AN APARTMENT, HOUSE, MOBILE HOME, TRAVEL TRAILER, OR RECREATIONAL VEHICLE WHILE TDY

A. General. An apartment, house, mobile home, travel trailer, or recreational vehicle (for example, a camper, camping vehicle), or a privately owned mobile home, travel trailer, or recreational vehicle qualifies as quarters. Par. U4129-E applies for lodging with friends/relatives.

B. Expenses. Allowable expenses that are part of the actual lodging costs are:

1. Rent of the apartment, house, mobile home, travel trailer or camping vehicle;
2. Rent of a parking space for the mobile home, travel trailer or camping vehicle;
3. Rent of appropriate and necessary furniture, such as a stove, a refrigerator, chairs, a table, a bed, a sofa, television and a vacuum cleaner;
4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil and sewer charges;

5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and long distance calls. See par. U4505 for official communications*); and
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned.

U4133 LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM

Public Health Service members, and others, TDY in remote Alaskan villages where there are no Government quarters, or where there are no suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality per diem rate. Vouchers must be supported by receipts for the barter goods (as an exception to the \$75 or more receipt rule) together with the member's certification that the barter goods were delivered to the householder for lodgings received.

*U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

- A. When it is necessary for a member to retain lodgings at one TDY location (location A) for other than personal convenience and procure lodgings at a second TDY location (location B) on the same calendar day, the lodging cost incurred at the second TDY location (location B) is used for computing the member's per diem for TDY at that location (location B) for that day.
- B. The lodging cost incurred at the first location (location A) is reimbursable as a miscellaneous expense allowance (par. U4520-B4k) if approved by the authorizing/order-issuing official (60 Comp. Gen. 630 (1981)).
- C. Reimbursement for the actual lodging cost at the first TDY location (location A) shall not exceed the amount of per diem or AEA plus lodging taxes that would have been paid had the member remained at location A overnight.
- D. An order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of this subparagraph. Example: An order is prepared to direct TDY at location C for 150 days. The authorizing/order-issuing official knows the member is to spend limited time at location C and is also going to one or more other locations for lengthy periods during the TDY period. Using the authority of this paragraph to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at location C violates the intent of this authority and is not authorized.

EXAMPLE 1

NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

A member, who leased an apartment while TDY at location A, was required to perform additional TDY in location B for 5 days. The authorizing/order-issuing official agreed that it would be more economical for the member to retain the apartment in location A while TDY in location B and authorized/approved reimbursement for the \$45 daily apartment cost in location A as a miscellaneous expense allowance (par. U4520-B4k). The lodging cost incurred in location B (\$95 per day) was used for computing the member's per diem while TDY in that location.

Applicable Per Diem Rates at the Time of This Example

Location	Max Lodging	M&IE	Total
A	\$130	\$46	\$176
B	\$119	\$46	\$165

Reimbursement for the Location A Apartment for 5 days		
Lodging Cost	Number of Days	Total
\$45	5	\$225
Per Diem for the TDY Assignment in Location B		
First Day (Day of departure from location A and arrival in location B):		
Lodging	M&IE	Total
\$95	\$46	\$141 plus lodging tax (see note)
Second thru Fifth Day (M&IE + lodging cost) x 4 days		
Lodging	M&IE	Total
\$95	\$46	\$141 X 4 days = \$564 plus lodging tax (see note)
Day of Return to Location A (lodging cost + M&IE)		
Lodging	M&IE	Total
\$45	\$46	\$91

EXAMPLE 2

NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

A member occupied Government quarters while on a training assignment at a U.S. installation in location C. The member was required to perform additional TDY for 3 days in location D. If the member vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment, the quarters might not be available upon return. The authorizing/order-issuing official agreed that it would be more economical for the member to retain the Government quarters while TDY in location D and authorized/approved reimbursement for those quarters as a miscellaneous expense allowance (par. U4520-B4k). The lodging costs (\$110) incurred in location D were used to determine the member's per diem while TDY in that city.

Applicable Per Diem Rates at the Time of this Example			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
Reimbursement for Government Quarters for 3 Days			
Lodging	Number of Days	Total	
\$25	3	\$75	
Per Diem for the TDY Assignment in Location D			
First Day			
(Day of Departure from Location C and Arrival in Location D):			
Lodging	M&IE	Total	
\$110	\$46	\$156 plus lodging tax (see note)	

<u>Second and Third Day</u> (Lodging Cost + M&IE) x 4 days		
Lodging	M&IE	Total
\$110	\$46	\$156 X 2 days = \$312 plus lodging tax (see note)
<u>Day of Return to Location C</u> (Lodging Cost + M&IE)		
Lodging	M&IE	Total
\$25	\$38	\$63

U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS

A. General. When a member purchases and occupies a residence at a TDY point, the following costs are lodging expenses (57 Comp. Gen. 147 (1977)). Monthly:

1. Interest;
2. Property tax;
3. Utility cost actually incurred (does not include any installation and hook-up charges).

B. Daily Lodging Cost Determination. Allowable expenses are prorated on a 30-day month basis. *In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Chapter 4, Part C) is authorized/approved.*

U4139 LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

Lodging cost for quarters jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents (par. U9202-C). When dependents are not traveling at Government expense, the member is entitled to the single room rate.

U4141 LODGING OBTAINED ON A WEEKLY OR MONTHLY BASIS

When a member obtains lodging on a weekly or monthly basis, the daily lodging cost is computed by dividing the total periodic (i.e., weekly, monthly) lodging cost by the number of days the member is entitled to the lodging portion of per diem (62 Comp. Gen. 63 (1982)). This computation presumes that the member acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting lodgings at a daily rate.

EXAMPLE

1. A member is TDY at a location where the per diem is \$85 (\$55 for lodging and \$30 for M&IE).
2. The member obtains lodging on a long-term basis and is paying \$900 a month for an apartment and utilities.
3. In a normal month, the daily lodging cost would be \$30 (\$900/30 days).
4. In June the member took leave for 10 days and is entitled to per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be \$45 per day (\$900/20). Since the \$45 daily lodging cost does not exceed the authorized \$55 lodging ceiling, the member is reimbursed \$45 per day for lodging for each of the 20 per diem eligible days in June.

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES**U4500 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred in or around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

***U4505 COMMUNICATION SERVICES**

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The authorizing/order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The authorizing/order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. Charges for connections used for computers for official Government business also are reimbursable. The authorizing/order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See par. U4520-B4g.

U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS

A. General. A member is authorized reimbursement for meals and/or quarters as provided in par. U4510-B when the authorizing/order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;
2. use Government quarters and pay a service charge;
3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority; or
4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

1. par. U4000 (members traveling together under orders directing no/limited reimbursement travel);
2. engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
4. par. U4102-F (round trips within 12 hours);
5. par. U4102-G (group travel status);
6. pars. U4102-J, U4102-K, and U4102-M (TDY or training duty aboard a vessel);
7. par. U4102-L (field duty);
8. par. U4163 (Essential Unit Messing);

9. par. U5108-C (transportation mode directed to first duty station upon enlistment, reenlistment or induction);
10. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS; 11. par. U7025 (travel incident to application processing);
12. par. U7125-D (bed-patient or inpatient);
13. par. U7150-A1 (Reserve Component Travel); or
14. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4230 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4135.
2. Meals. If the authorizing/order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as in pars. U4149-C or U4151-C1 based on the per diem rate in <http://www.dtic.mil/perdiem/pdrates.html> for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

U4520 MISCELLANEOUS EXPENSES

A. General. Travelers are authorized reimbursement for necessary travel and transportation-related expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with:
 - a. the Government-sponsored Contractor-issued Travel Charge Card (Government charge card; or
 - b. an ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel;up to the amount authorized for a cash advance for the travel concerned. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 July 2002 and Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the Government charge card;
3. passport and visa fees (including photographs) for OCONUS travel;

4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel (Expenses for legal services incurred for processing applications for passports, visas, or changes in status even though local laws or custom may require the use of lawyers in processing such applications are not reimbursable.);

NOTE: Travelers ordinarily travel on the no-fee passport. However, when travel on official orders is to or from high threat areas or high risk airports (see Appendix N) by commercial air and travelers are authorized to obtain and use regular fee passports, fees for such passports are reimbursable. Those traveling solely by military air or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.

5. taxes on lodging (except when MALT PLUS for POC travel is paid) in *the United States and non-foreign OCONUS areas*, are limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$55 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the amount of taxes on \$55, which is the maximum authorized lodging amount);

NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable.

6. fees for:

- a. currency conversion ***NOTE:*** Travelers are not authorized reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));
- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries (this does *not* include cashing *salary* checks/drafts);
- c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)); and
- d. energy surcharge and/or resort fee (when the fee is not optional);

7. CTO service and processing fees;

8. transportation-related tips for taxis, limousines, and courtesy transportation;

9. public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);

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10. customary tips for handling *any baggage* at transportation terminal;

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11. any additional costs of paper tickets when authorized/approved by the authorizing/order-issuing official as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***NOTE:*** *Paying for paper tickets sought by members for personal convenience is the financial responsibility of the member;* and

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12. similar travel and transportation related expenses (i.e., *Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.*)

B. TDY Expenses. In addition to those expenses listed in par. U4520-A, reimbursable expenses for members on TDY include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);
2. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) to and from the terminal (see par. U3320);
3. trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures *of the foreign country* involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
- *4. authorizing/order-issuing official authorized/approved expenses for:
 - a. services, including associated equipment needed for reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental (used for official business) at a hotel/other place;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this *does not include travel expenses* incurred for obtaining the required inoculations);
 - g. official phone calls (see par. U4505);
 - h. connections used for computers to perform official Government business;
 - i. excess baggage transportation costs (see par. U3015-C);
 - j. conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, per diem is computed under par. U2555-E3.***
 - k. dual lodging costs (see par. U4135);
 - l. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***
 - m. expedited charge card delivery (*effective 1 May 2001*);
 - n. late payment delinquent fees involving the Government-sponsored contractor-issued travel charge card *only* for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);
 - o. lodging late check-out fees;

5. Certain laundry/dry-cleaning expenses:

a. The cost incurred during TDY travel (*not after returning to/arriving at PDS*) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel *within CONUS* requires at least 7 consecutive nights TDY lodging *in CONUS* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).;

b. The cost incurred during TDY/PCS travel for personal laundry/dry-cleaning and pressing of clothing *is not* a separately reimbursable expense for *OCONUS* travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.;

6. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;

7. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;

8. customary tips for handling Government property at terminals and hotels;

9. any per-day administrative fee called for in the MTMC rental car agreements; and

10. similar travel and transportation related expenses (i.e., *Do not reimburse mission-related or personal expense which include batteries, tools, film, gifts for child care, pet care, hotel concierge, or workout room/gym fees.*)

C. PCS Travelers. Members are authorized the expenses listed in par. U4520-A for PCS travel. In addition to those expense listed in par. U4520-A, the member is authorized reimbursement for:

1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);

2. tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial vessels; and

3. when dependents travel without the member MALT, as prescribed in par. U5203-A, first itemization, item 3 for POC travel, when POC used to and from the transportation terminal.

U4535 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under par. U4165-2b.

U4539 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Miscellaneous preparatory travel expenses (e.g., fees for traveler's checks, passport and visa fees, communications service.) incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the interest of the Government and a refund unobtainable.

A. Transoceanic Travel. When travel is directed (as opposed to authorized) by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement is authorized for the transoceanic travel. See par. U5116-D. **NOTE:** The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.

B. Members Traveling Together under Orders Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the orders. The TDY rules in Chapter 4, Part A, also apply for PCS. **NOTE:** This may be directed for travel to the first duty station upon enlistment, reenlistment or induction IAW Service regulations.

C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations permitting authorizing/order-issuing officials to direct in travel orders the use of Government transportation or common carriers and/or meal tickets for travel of enlistees, reenlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. See par. U3002 if the directed transportation mode is not used. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government/Government-procured transportation and/or meal tickets are used, the member is authorized reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F.

D. Travel Reimbursement. Unless otherwise prohibited in this regulation, when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. **NOTE:** Member transoceanic PCS travel is a notable exception.

U5109 MISCELLANEOUS REIMBURSEMENT

For reimbursement of miscellaneous travel expenses incurred during a PCS move, see Chapter 4, Part F and Chapter 5, Part I.

U5113 PER DIEM FOR PCS TRAVEL WHEN GOVERNMENT OR COMMERCIAL TRANSPORTATION USED

A. Rate. The per diem rate for the new PDS and the procedure in par. U4125 are used for PCS travel when transportation is personally procured (par. U5105-C), or furnished as transportation-in-kind (par. U5105-D), for separate legs of a journey (par. U3010). If there is an overnight stop or TDY en route, the per diem rate for that day is the stopover or TDY location rate, as appropriate. M&IE for the arrival day at the new PDS is the new PDS rate whether or not there is a stopover. **NOTE:** See par. U5113-D when the new PDS is a ship.

B. Partial Travel Days. The 75% rate in par. U4147 applies to the departure and arrival days at PDSs, designated places, or COT leave locations when lodgings-plus per diem is paid. If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. U4145). MALT PLUS per diem always is paid in whole day increments (see par. U5105).

C. Travel Time. When a member takes leave in connection with a PCS, or there is TDY en route, per diem is authorized for allowable travel time.

D. New PDS Is a Ship. When the new PDS is a ship, the new PDS rate is the rate for the location where the ship is boarded. If the ship is at sea, then the last place departed is the "new PDS rate." The following examples clarify:

1. A member travels PCS from NAS Corpus Christi, TX, to the USS Nimitz homeported in Bremerton, WA. Travel is by commercial plane in one day. The per diem rate for Bremerton, WA, is used for that travel day.
2. A member travels PCS from NAS Jacksonville, FL, to USS Carr, which is at sea. Travel is by commercial plane (day 1) to Naples, Italy arriving after midnight (day 2). The member then changes to Government plane to USS Carr arriving day 2. The per diem rate is based on the final destination location or the last place departed – in this case Naples, Italy. Since the member did not remain overnight, the rate for both day 1 and day 2 is the Naples rate.

3. A member travels PCS from USS Enterprise to USS Normandy, both of which are away from their homeports. The member travels directly from one ship to the other by Government helicopter in one day. Since there is no POE and the helicopter does not land anywhere but the ships, no per diem is paid. (This does not preclude per diem under par. U5120-F.)

U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. Except as specifically provided in pars. U5116-B and U5116-C, members traveling on PCS orders that neither direct a transportation mode nor specify that the members is to travel with other members with no/limited reimbursement, to, from or between OCONUS points, are entitled to:

1. the applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS;
2. transportation by available Government aircraft or vessel, otherwise Government-procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. U5116-D) plus applicable per diem; and
3. the applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS.

For travel to and from vehicle processing centers accomplished concurrently with travel performed under par. U5116-A1 and/or U5116-A3, see par. U5413.

B. When Land Travel only Is Involved. Except as specifically provided in par. U5116-C, a member on PCS orders not involving transoceanic travel (see Appendix A) is entitled to the applicable allowances prescribed in par. U5105 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

- a. personal travel under par. U5116-A;
- b. dependents' travel under par. U5207; and
- c. POV delivery to the vehicle processing center for shipment under par. U5413.

2. POC Travel

- a. General. When transoceanic travel ordinarily would be involved but POC (see definition in Appendix A) is authorized by the authorizing/order-issuing authority as advantageous to the Government and is used by the member for the entire distance between duty stations, reimbursement is on a MALT PLUS basis for the member (and dependents if applicable) for the official distance involved. Reimbursement is authorized even though it exceeds that authorized in par. U5116-C1.

- b. Transoceanic Travel by Personally Owned Boat. The authorizing/order-issuing authority may authorize/approve POC Government air transoceanic travel at personal expense when performing circuitous travel on PCS travel orders even though it is not advantageous to the Government. When the member travels by POC under this method, constructed or actual (fuel, oil, and docking fees), reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)).

c. Travel Partly by POC and Partly by Common Carrier. When travel by POC has been authorized as prescribed in par. C5116-C2a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is prescribed in par. U5105-E.

*3. POC Travel Involving a Car Ferry. When a member travels between two PDSs partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

a. MALT PLUS (see par. U5105-B)

(1) MALT PLUS is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

(2) If more than one car ferry is used, MALT PLUS is payable for overland travel between ferries.;

b. Transportation. The member/dependent(s) are authorized:

(1) Government-procured ferry transportation, or

(2) Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

c. Per Diem

(1) Lodging. Reimbursement for actual cost of required accommodations (unless included in the transportation cost) is authorized (see par. U3130-C).

(2) Meals and Incidental Expenses (M&IE). M&IE is based and computed for the member and dependents using the standard CONUS M&IE rate for the arrival day (embarkation) on the ferry through the departure day (debarkation) from the ferry.; and

NOTE: If the ferry passage does not include an overnight, MALT PLUS continues uninterrupted while on the ferry.

d. Ferry Fees. Reimbursement is authorized for miscellaneous ferry fees.

NOTE: See par. U3130-F for required documentation if U.S. registered ferries are not available.

D. Transoceanic Transportation Reimbursement Costs

1. Government/Government-Procured Transportation Available. *When travel is directed by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, reimbursement for the transoceanic travel is not authorized.* If Government/Government-procured transportation are both authorized and available, the member is authorized reimbursement for the transportation cost used up to the cost of the least costly transportation mode authorized and available. See also par. U5207-A4.

2. Government Transportation and Government-Procured Transportation Not Available. When Government transportation and Government-procured transportation are not available, the member is entitled to reimbursement for the cost of transportation used up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If travel by aircraft is medically inadvisable for the member or an accompanying dependent, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

3. Travel by Vessels or Aircraft of Foreign Registry. *See Chapter 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on vessels or aircraft of foreign registry.*

4. Travel by Privately-Owned Boat. *See par. U5116-C2b.*

E. Reimbursement when the Member Performs Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over a circuitous route, the member is authorized:

1. MALT PLUS for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;
2. Reimbursement for the cost of transoceanic U.S.-flag transportation used and per diem; and
3. Reimbursement for transoceanic foreign-flag transportation used and per diem up to the cost the Government would have incurred for the member's transportation on the direct route if travel by foreign-flag carrier on the circuitous route is supported by the documentation required in Chapter 3, Part B, stating U.S.-flag carrier was not available on the direct route and a documentation stating U.S.-flag was not available on the circuitous route.

The total reimbursement must not exceed the amount the member would have been authorized under par. U5116-A via the direct route between the old and new PDSs. If transoceanic travel by Government or Government-procured transportation is directed in a member's order and the member travels by a different mode, the maximum cost computed under par. U5116-A must be reduced by the cost of the unused directed transportation mode (see Appendix A for definition of circuitous travel).

U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

A. Travel when Orders to Active Duty Are Received at a Place other Than That to Which Addressed. When orders to active duty are received at, and travel begins from, a place other than that to which the orders were addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the orders were addressed.

B. PCS Orders Received at TDY Station. A member, who receives PCS orders while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s).

C. PCS Orders Received while on Leave

1. Orders Received while on Leave from TDY Station. A member, who receives PCS orders while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), not to exceed the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).
2. PDS Changed or Assigned while on Leave from the PDS. A member, who receives PCS orders while on leave from the old PDS, and begins PCS travel from that site, is entitled to PCS allowances from the place where orders are received to the new PDS, not to exceed allowances from the old to the new PDS.

B. Special Categories DLA Authorized

1. Member's Old and New PDSs in Proximity to Each Other or Member Reassigned Between Activities at Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at Government expense (42 Comp. Gen. 460 (1963)).

2. PCS between PDSs Not in Proximity to Each Other. When dependents make a proximity move based on a PCS between PDSs not in proximity to each other, a statement that the relocation of the household was necessary as a direct result of the PCS is required to support payment of a DLA. When the PCS is from or to a dependent restricted tour, the member's statement shall be accepted. When the PCS is not from or to a dependent restricted tour, a statement from the commanding officer of the new PDS, or from the commanding officer's designated representative, is required. The designated representative may not redelegate this authority.

*3. Dependents' Movement to/from a Designated Place. When dependents are moved to or from a designated place on the member's PCS orders, DLA is payable when the dependents complete travel. No further DLA entitlement accrues for that PCS unless authorized under par. U5630-B9. DLA is paid when, in connection with an evacuation, eligible dependents move to a designated place (see pars. U6012 and U6059).

4. Transfer to Hospital in CONUS

a. Transfer to Hospital in CONUS from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to Hospital in CONUS from Inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the commanding officer of the receiving hospital.

5. Interservice Transfer. When a member:

- a. is separated or relieved from active duty to continue on active duty in another Service, and
- b. is transferred with no break in service from one Service to another under the authority of 10 U.S.C. §716 or any similar statutory provision,

the member is entitled to DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

6. Orders Amended, Modified, Canceled, or Revoked. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependents actually move from the place of residence before the date the order is amended, modified, canceled, or revoked. If a member and/or dependents actually move from the place of residence in connection with a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable in connection with each move. No more than two DLAs are authorized by this paragraph. ***NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. This paragraph does not authorize more than one DLA for dependents who move twice under the authority in par. U5222-C3a.***

7. Member without Dependents Assigned to Two-Crew Nuclear Submarine (SSBN)

- a. No Change of Homeport. A member without dependents assigned to a two-crew nuclear submarine is entitled to DLA upon arrival at the vessel's homeport, provided the member is not assigned Government

quarters and occupies non-Government quarters for a period of more than 15 days before reporting aboard the assigned vessel (57 Comp. Gen. 178 (1977)).

b. Change of Homeport. A member without dependents, assigned to a two-crew nuclear submarine when the homeport is changed, is entitled to DLA at the new homeport, provided the member is not assigned to Government quarters and occupies non-Government quarters for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

8. Member Reported as Dead or Absent for More than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same duty station after completion of the initial tour of duty is entitled to a DLA if the dependents make an authorized move to or from the OCONUS PDS in connection with the change-of-tour status.

10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, U5900-C, or U5900-D, the member is entitled to a DLA the day one or more dependents arrive at the location of their permanent residence or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

11. Member Who Has No Dependents and Is Assigned to a Ship. A member who:

- a. *has no dependents,*
- b. *is assigned to permanent duty aboard a ship,*
- c. *elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or (effective 1 July 1997 for E-5 and effective 30 October 2000 for E-4) is authorized BAH for a member in the grade of E-5 or E-4, and*
- d. *occupies non-Government quarters ashore,*

is authorized DLA (B-252098.2, October 18, 1993).

12. Ordered to Move in Connection with Closure or Realignment of a Military Installation. A member is entitled to DLA when the member is ordered to move in connection with the closure or realignment of a military installation and, as a result, the member's dependents actually move or, in the case of a member without dependents, the member actually moves. For the purpose of this paragraph, the term military installation means a base, camp, post, station, yard, center, homeport facility of any ship, or other activity, including any leased facility.

13. Member without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 who:

- a. *has no dependents,*
- b. *is assigned to quarters of the United States that do not meet the minimum adequacy standards established by DoD for members in such pay grade, or*
- c. *is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and*
- d. *elects not to occupy such quarters or facility,*

is entitled to DLA.

6. fees for:

- a. currency conversion; ***NOTE: Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***
- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does ***not*** include cashing checks/drafts ***for salary***);
- c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)); and
- d. energy surcharge and/or resort fee (when the fee is not optional);

7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

8. CTO service and processing fees;

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*9. authorized/approved expenses for:

- a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
- b. clerical assistance;
- c. services of guides, interpreters, packers, or vehicle drivers;
- d. storage of property used on official business;
- e. room rental at a hotel/other place used for official business;
- f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this ***does not include travel expenses*** incurred for obtaining the required inoculations);
- g. official phone calls (see par. T4060-B5);
- h. connections used for computers to perform official Government business;
- i. excess baggage transportation costs;
- j. conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, per diem is computed under par. C4955-E3 for travelers other than service members and par. U2555-E3 for members;***
- k. dual lodging costs; ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;***
- l. non-refundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.;***

- m. expedited charge card deliver (effective 1 May 2001);
 - n. late payment delinquent fees involving the Government-sponsored contractor-issued travel charge card **only** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);
 - o. lodging late check-out fees; and
 - p. any additional costs of paper tickets when the paper tickets are necessary to meet Government requirements and are **not** issued for the traveler's convenience.
- 10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
 - 11. tips for taxis and limousines;
 - 12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
 - 13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
 - 14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
 - 15. **MEMBERS/EMPLOYEES**: tips for handling *Government property at terminals and hotels*;
 - 16. **UNIFORMED MEMBERS ONLY**: customary tips for handling *any baggage* at transportation terminals;
 - 17. **CIVILIAN EMPLOYEES ONLY**
 - a. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing **is** a separately reimbursable travel expense when travel **within CONUS** requires at least 4 consecutive nights TDY/PCS lodging in CONUS.;
 - b. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing **is not** a separately reimbursable travel expense **for OCONUS** travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.;

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18. **UNIFORMED MEMBERS ONLY**:

- a. The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of \$2 per day, **is** a separately reimbursable travel expense when TDY travel **within CONUS** requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);
 - b. The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing **is not** a separately reimbursable travel expense **for OCONUS** travel. It is included as an incidental expense within the per diem authorized for OCONUS travel.;
- 19. similar travel related expenses ***NOTE: Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees***; and
 - 20. any per-day administrative fee called for by the MTMC rental car agreements.

